



Washington State Liquor Control Board

Washington State Liquor Control Board Responsible Vendor Program

What is the Responsible Vendor Program (RVP)?

The Responsible Vendor Program (RVP) is a free, self-monitoring program designed to help retailers adopt and enforce best practices. This ensures liquor is sold responsibly and prevents illegal use and abuse.

What are the benefits of becoming an RVP participant?

Any retailer participating in the RVP who meets and maintains all of the program requirements may be eligible to receive a reduced sanction from the WSLCB if they are cited for a public safety violation.

- Spirits Retailer: the standard penalty will be assessed instead of a double penalty (once a year).
- Beer/Wine Retailer: the option to take a deferment for a first time public safety violation (once in two years).
- Retailers could also potentially increase their protection against civil actions in third party liability lawsuits.
- Retailers actively contribute to the public safety of their communities.

What are the program requirements?

- Establish and enforce "house policies" for alcohol sales. All employees must read and sign the house policies and understand:
 - The acceptable forms of ID at your business.
 - How to properly check ID.
 - The consequences for selling spirits to a minor or apparently intoxicated person.
- Post the house policies in an area that is visible to all employees.
- Post signs to deter the illegal purchase of alcohol by patrons.
- Have an on-going employee training plan including:
 - Train employees in responsible sales before selling alcohol.
 - Repeat the training at least once a year.
- Maintain an alcohol sales management policy to promote best practices.
- Keep your training records for three years.

Do you need training materials?

The WSLCB can provide a sample house alcohol policy, signs deterring the illegal purchase of alcohol and employee training materials. If you need any of these materials, please contact us at RVP@liq.wa.gov, or (360) 664-1727/1728.

Are you ready to apply?

If you already meet the program requirements and want to become a member of the Responsible Vendor Program, please fill out the application and submit all required documents. Upon review of the application and the required documents, the Washington State Liquor Control Board (WSLCB) will either:

- Certify the retailer and send RVP member Certificate if the application is complete and met the program standards and requirements; or
- Notify the licensee of the area(s) the application did not meet the program standards and requirements.

Responsible Vendor Program Application
Retailer Selling Spirits/Beer and Wine for Off-Premises Consumption

Please Print

Liquor License No: _____ UBI No. _____

Trade Name: _____

Business Location Address: _____

Contact Name (for this application): _____ Title: _____

Contact Email: _____ Phone No. _____

Please provide the contact information of the person responsible for overseeing the Responsible Vendor Program (RVP) in your store. The WSLCB will periodically send communications to this contact regarding changes to liquor laws/regulations and matters related to the RVP.

Contact Name: _____ Title: _____

Contact Email: _____ Phone No. _____

1. Responsible Alcohol Management policy:

Does your policy include the following WSLCB suggested topics? (Check all that apply)

- ☐ Delegate a supervisor level employee to oversee and enforce store policies.
- ☐ Participate and cooperate with local community organizations and/or efforts promoting public safety.
- ☐ Monitor employees, conduct/reinforce training.
- ☐ Program the point of sale system to: recognize age restricted products, prompt cashiers to check ID and stops the transaction until the correct date of birth is entered.
- ☐ Provide "birth date eligible to purchase alcohol" daily.
- ☐ Provide appropriate ID checking tools such as current ID checking guide (shows valid ID formats from all states and U.S. territories) and "black lights" to check the authenticity of an ID.
- ☐ No youth targeted advertising.
- ☐ Displaying alcohol products in a way that allows unobstructed monitoring, away from youth-oriented products.
- ☐ Use of theft deterrent devices.

- ☐ List any additional topics:

The WSLCB provides the following materials for you to use. Mark which materials you are utilizing at your location:

- ☐ House policy

Where is this policy posted

- ☐ Signs to deter illegal alcohol sales

Where are these signs posted?

- ☐ Training Guide for the Responsible Vendor Program.

If you do not use the WSLCB provided materials, please complete questions 2-4 below.

2. House policy (include a copy of your posted house policy with your application):

The house policy must include at a minimum:

- Forms of ID accepted at your business.
- When and how to check ID.
- Consequences for selling alcohol to a minor or apparently intoxicated person.

3. Signs posted to deter the illegal purchase of alcohol (if not using WSLCB provided materials please include copies of your posted signs):

What signs do you have posted to deter illegal purchases of alcohol?

Where in your store have you posted these signs?

4. Employee training (include a copy of your training materials):

At minimum your training components must include:

- Recognizing minors and apparently intoxicated persons.

- Acceptable forms of identification.
- When and how to check ID.
- How to recognize a false or altered ID.
- How to refuse sales and handle problem situations.
- The consequences of selling alcohol to minors.
- Washington liquor laws and regulations

5. Refresher course training:

How often do you provide refresher training to your employees? Once annually is the minimum requirement.

☐ Annually

☐ Other: _____

6. Violation history

Please list any public safety violations your business has received within the past two years:

I certify that all information provided in this application is true and complete.

Print your name

Title:

Signature

Date:

Mail completed application to:
Responsible Vendor Program
WSLCB, PO Box 43098
Olympia Washington 98504-3098

Contact the RVP for any questions or assistance:
Phone: (360) 664-1727/1728
Fax: (360) 753-2710
Email: RVP@liq.wa.gov
Website: www.liq.wa.gov